

# **VOLUNTEER EXAMINER COORDINATOR (VEC) SYSTEM**

1/3/2023

James - KF4AQO

SOURCE: [ARRL.ORG](https://www.arrrl.org)

# TOPICS

## PART I

### ARRL VE Program

- How to become a VE

- How to obtain exam session materials

## PART II

- Conducting an exam session

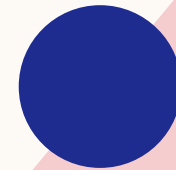
- Session Reports

- Administrative Duties

- Forms Submission

- Post Exam/Follow Up

Questions



# VEC SYSTEM

FCC created the VEC system to:

- provide initial licensing examination for prospective new hams
- upgrade examination opportunities for those already licensed.
- FCC authorized VEC organizations oversee the work of their certified Volunteer Examiners (VEs)
- serve as a liaison between the exam applicants and the FCC.

# ARRL VEC PROGRAM

- Largest VEC in the nation
- Operates as a knowledgeable information source for a wide-range of licensing issues.
- ARRL accredited Volunteer Examiners (VEs) support the ARRL around the country by offering local exam opportunities

## HOW TO BECOME A VE

- Three steps involved
  - Get the manual (free download PDF) or purchase the book from the ARRL bookstore
  - Study/review the manual
  - Complete the ARRL VE Application Form and open-book review.

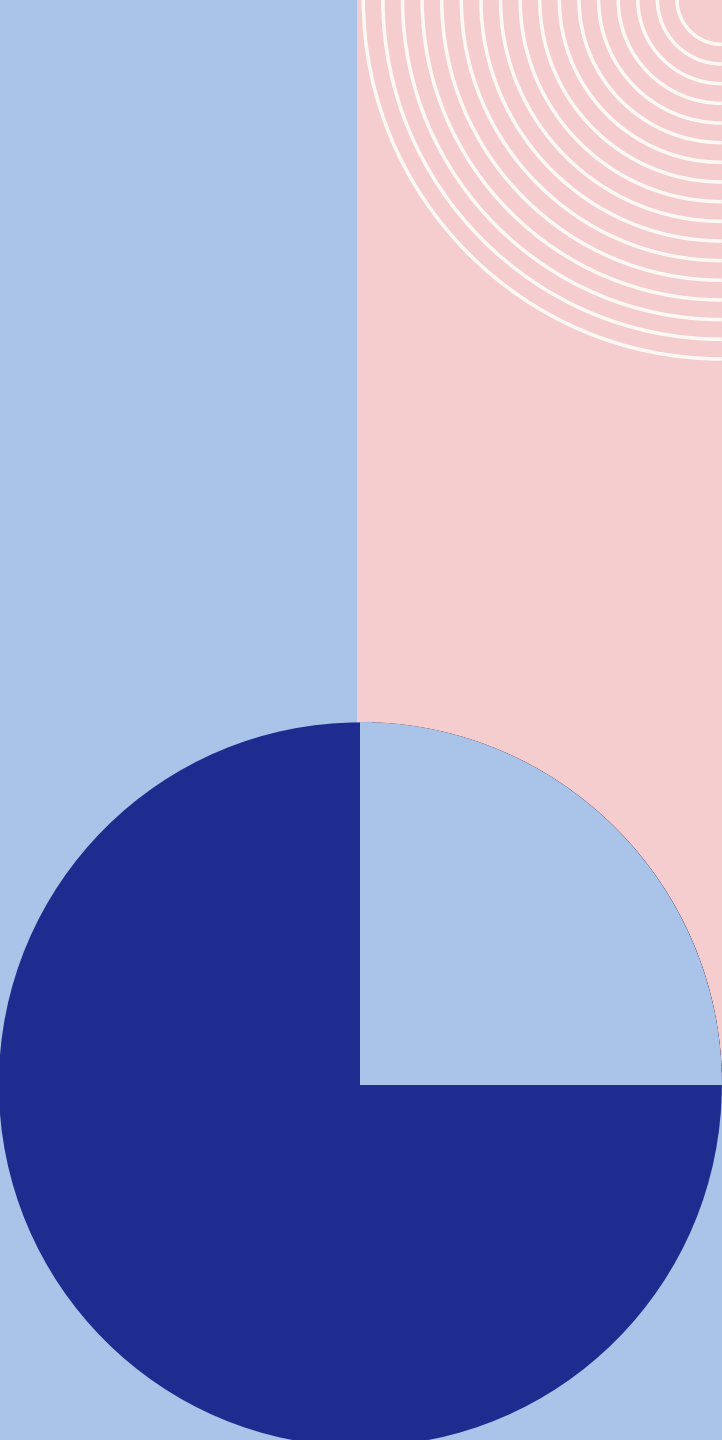


Once accredited, you will receive a VE badge and a certificate.

If you are already accredited with a VEC organization outside the ARRL, such as W5FYI, you must submit a copy of your accreditation certification along with an ARRL VE Application form.

# HOW TO OBTAIN TESTING MATERIALS

- PDF files of all Exam Session documents are available to print or download except for the CSCE (Certificate of Successful Completion of Examination) form. Please contact the [ARRL VEC](#) for a supply of CSCEs.
- Request a Field Stock exam supplies from ARRL.



## PART II

# Conducting an Exam Session

Seating and classroom/exam room layout will depend on the number of candidates. This was a testing session from a Ham Cram. The table used for administrating purposes is not shown.

The candidates have “room to move”, the room is well lit, and the temperature was comfortable.

Be ready to provide pencils, pens, calculators.

It is a good idea to be prepared to have change for \$20 bills. (Have \$5 dollar bills and \$1 dollar bills.)





# Session Reports

Each session has 2 reports, *AMERICAN RADIO-RELAY LEAGUE/VEC CANDIDATE ROSTER* and the *ARRL VEC TEST SESSION REPORT*.

Each candidate will complete at least 2 forms, the *NCVEC QUICK-FORM – 605 APPLICATION AMATEUR OPERATOR/PRIMARY STATION LICENSE* and a *WRITTEN ELEMENT EXAMINATION ANSWER SHEET*. If the candidate passes the exam, they will also complete the *American Radio Relay League VEC Certificate of Successful Completion of Examination*.

QUESTION – How many forms must be completed and submitted to ARRL/VEC if 2 candidates pass their exams, and 1 candidate does not pass the exam?

# Administrative Duty's of a VE

3 VE's are needed to grade each exam.

Once certified as a VE

a Tech is ineligible to serve as a VE

a General can grade a Tech exam

an Extra can grade any exam

The number of candidates may dictate the total number and licenses held by the VE's to conduct a testing session.

Answer all questions submitted via email from candidates if problems arise after the testing documents have been submitted.

# ADMINISTRATIVE DUTY'S OF A VE (GETTING<sup>11</sup> THE SESSION STARTED)

## Personal Preference

- One VE can generate a “Sign In Roster” that gathers the names and email address of each candidate.
- The ARRL Candidate Roster can record 10, or less, candidates.
- Transfer the names from the Sign In Roster to the ARRL Candidate Roster.
- The 1<sup>st</sup> name receives the number 1 file folder, with containing the 3 forms the candidate must complete. There are 3 sets of file folders. One set is numbered 1-10, the second set is numbered 1a-10a, the third set is numbered 1b-10b. (Following this systems helps keep track of all paperwork.)
- Each candidate's paperwork remains in their respective folds)

# Administrative Duty's of a VE (Grading)

- I have 3 baskets, 1 for each type of exam, to keep track of which candidate took which exam.
- Situate the VE's at one end of the table.
- The VEC is at the other end of the table.
- Each exam must be graded by 3 VE's, one at a time. As one VE grades an exam, it is placed in the folder and the folder is passed to the next VE to be graded.
- Ideally, each VE should “check the work” of the VE who preceded him/her.
- When the folder is passed to me, all paperwork should be completed.
- I review the paperwork and prepare the forms for ARRL/VEC.
- It is imperative that no candidate leaves the testing facility until all paperwork is complete. Including the CSCE.

# FORMS SUBMISSION

Forms submission to the ARRL

- Option I - Mail all forms and collected fees (check or MO) to the ARRL.
- Option II - Scan and upload forms to the ARRL (fees are paid via a debit card on file with the ARRL) then mail all forms to ARRL. The candidate normally receives their call sooner using this option.
- NOTE: There are 3 forms for each candidate (605, answer sheet, CSCE). There are 2 forms needed to report the session.

# POST EXAM/FOLLOW UP

Sometimes problems arise with the application process. (These problems are normally on the FCC “side” of the process.)

Examples –

- illegible handwriting (scanned documents)

- email sent to the candidate’s email spam folder

- email not received

- application suspended for nonpayment



# QUESTIONS?



# **THANK YOU**

James Reeves, KF4AQO  
kf4aqo@gmail.com